



**ATHLETIC
HANDBOOK**

IHSAA Eligibility Rules for Students in Grades 9, 10, 11, 12

Students: It is better to be safe than ineligible, therefore-

1. Read these rules carefully and be sure that you understand them.
2. Participation in athletics is a privilege earned by meeting the standards set by your school, conference, and the IHSAA. If you have any questions regarding your eligibility, contact your athletic director or administration BEFORE you endanger your athletic eligibility.

Age: Ineligible in all sports if you are 20 years of age prior to or on the scheduled date of that sport's State Tournament Finals.

YOU WILL BE INELIBIBLE IF ANY OF THE FOLLOWING OCCUR:

Amateurism: (1) If you play under an assumed name, (2) if you accept money or merchandise directly or indirectly for athletic participation, (3) if you sign a professional contract.

Awards/Gifts: If you accept commercial awards which advertise any business firm or individuals.

Enrollment: (1) If you did not enroll in school during the first 15 days of the semester, (2) if you have been enrolled more than 4 fall semesters and 4 spring semesters beginning with the 9th grade, (3) if you represented a high school in a sport more than 4 years.

Grades: (1) If you did not pass 5 subjects in your previous grading period, (2) if you are not currently passing 5 subjects – Study Hall Does NOT Count, (3) if you are not currently enrolled in at least 5 academic classes.

Illness/Injury: If you are absent for 5 or more consecutive school days or practices due to illness or injury and do not present written verification to your principal from a licensed physician stating that you may participate again.

Conduct/Character: If your conduct in or out of school (1) reflects discredit upon your school or the association or (2) creates a disruptive influence on the discipline, good order, moral, or educational environment in the school.

Consent and Release Certification: Between May 1 and student's first practice in preparation for interschool athletic participation, the student shall have had (1) a physical examination or certification by a physician holding an unlimited license to practice medicine, and (2) written consent of parent or guardian for such participation unless emancipated. Evidence or both, included on the consent and release certification shall be on file in the principal's office PRIOR to the student's first practice.

STUDENT ACTIVITIES CODE OF CONDUCT

Students who participate in extracurricular activities are representatives of both the activity and the school. The students assume additional responsibilities of leadership and conduct through this participation in the school and community.

A student participant is valued as a human being and is entitled to respect, dignity, and the opportunity to develop as a wholesome and complete individual. Activities provide the opportunity to develop self-discipline, self-esteem, and pride. Being the best one can be is accomplished through training and conditioning.

Extracurricular participation is an honor and a privilege, therefore requiring the participant to observe the student discipline policy at the school functions, traveling to and from school during school hours, and during the summer. In light of this, the student and parents must review and sign the student code of conduct for verification.

The student code of conduct applies to participants of all extracurricular activities. These activities are defined as: (1) Athletic activities; events as defined by the IHSAA and AAU (2) Co-curricular activities: activities which require a student to take a class and receive a grade based upon participation in and out of school (3) Extra-curricular activities: all club and organizations of the school which are not defined in 1 or 2.

Participants in activities are expected to be creditable citizens and follow the guidelines as stated in the Prairie Heights High School Activities Code of Conduct. These guidelines are to be followed throughout the four years of participation and a violation of the code will result in disciplinary action. Violations occurring on school property will first be handled appropriately by the school disciplinary guidelines and secondly by the Activities Code of Conduct.

DEFINITION OF VIOLATIONS

Poor Citizenship: Poor citizenship is represented by conduct, which is disruptive in the environment of the participants. Examples of poor citizenship include, but are not limited to, disrespectfulness, arguing, abusive behavior, fighting, and foul language. Conduct away from school, which involves a major scene in an establishment or with police is of an inappropriate behavior away from school. Poor conduct does not indicate pride in oneself, one's family, the school, or the community that the participant represents.

Use of Tobacco: Is defined as the use and/or possession of any tobacco product. Students involved with extracurricular activities will not use or possess tobacco products.

Substance Abuse: Is defined as the abuse of, misuse of, the possession of, the consumption of, the distribution of, or providing any other people with any substance which is or contains: alcohol, marijuana, stimulant, an intoxicant, a narcotic, a depressant, hallucinogen, steroid, performance enhancer, whether prescription or sold over the counter (without prescription) or substance represented by provider to be any of the listed substances are ill prohibited. The use and/or possession of drug paraphernalia is also prohibited.

Other Unlawful Actions: This includes but is not limited to stealing, extortion, forgery, trespassing, and use of a dangerous weapon.

DISCIPLINARY ACTION

Poor Citizenship: The participant will receive a 5% suspension for each infraction. The 5% may not represent less than one complete event. Three infractions in any one school year will result in suspension from all activities for the remainder of the school year.

Substance Abuse Tobacco Use and Possession, and Unlawful Actions:

First Offense: Suspension from school activities for 30% of current or next activity/sport season. The suspension may only be served in an activity/sport that the student completed in good standing the prior school year. Until the suspension is completed the student is ineligible for participation in any new activities/sports they had not finished in good standing the previous year. If a participant wishes to receive a grade or an award, he/she must continue to practice, make a positive contribution, and finish the activity/sport in good standing. The participant will be at the activity/sporting event, but not able to participate.

Second Offense: Suspension from all school activities/sports for one calendar year. During this period of time the participant should seek substance abuse evaluation from a professional substance abuse counselor. Failing to seek help may result in the participant not being allowed to be reinstated into any activity/sport.

Third Offense: A third offense will result in permanent suspension from any school activity/sport.

General Provision

A. The Principal or designee will conduct an informal hearing with the participant and/or the parent to determine the facts of the incident.

B. When a student violates the policy during the summer, the disciplinary action will begin the first day of the school year or school activity/sport, whichever comes first.

C. Disciplinary action not completed by the end of the school year or activity/sport, will continue to the next school year or activity/sport.

D. Failure to comply with the suspension provisions shall result in additional action within this policy.

E. Decisions regarding the suspension from school activities/sports may be appealed, if desired, to the Superintendent of Schools and the Board of Education.

F. Reinstatement: A student who has been permanently dismissed from activities/sports may apply to a committee comprised of activity/sports directors and the school administration. The appeal may not take place before one calendar year from the dismissal. The committee will review the student's conduct, actions which may indicate a change in one's lifestyle, and any other appropriate information dealing with the student.

The intention of this policy is not to dismiss young people from activities/sports, but to dissuade a young person from choosing an incorrect path. We as adults are responsible for development of our youth to be productive, and responsible members in the society for the future.

HOME SCHOOL STUDENT PARTICIPATION

By IHSAA policy, (Rule 12-5), if a student is Enrolled in and attends, Full-time, a non-public, non-accredited school the student may have eligibility to participate in the athletic program at the Indiana Public School serving the student's residence, provided that:

- (1.) The student in conjunction with the non-public, non-accredited school and the Public School serving the student's residence, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised;
- (2.) The student has been Enrolled in the non-public, non-accredited school for the previous Three (3) years in succession;
- (3.) The student completes any state-wide examinations authorized by the Indiana Department of Education;
- (4.) The non-public, non-accredited school agent provides proof of meeting the provisions of rule 18-1 of the IHSAA by-laws during the time period between the end of the member School's designated Grading Period and the corresponding certification date;
- (5.) The student must be enrolled in and attending a minimum of One (1) full credit subject offered within the member School building.

ALTERNATIVE COURSES

High school students who are enrolled in a member high school may, with prior written approval of their high school principal, obtain credits from alternative courses which may count toward IHSAA scholastic eligibility requirements, (Rule 18-7):

- a. **College Courses:** A student may attend an accredited institution which grants credits which count toward a baccalaureate degree from that institution, for credit that is acceptable for high school graduation and for college credit, provided:
 - (1.) The student is enrolled in credit courses at their home school at least fifty percent (50%) of the normal school day.
 - (2.) The college course is approved by the Department of Education.
 - (3.) The local Board of School Trustees counts the college course credit toward graduation.
 - (4.) The college class is taken concurrently with the student's School classes.
 - (5.) Total class time of a college credit course is equivalent to the student's regular courses and in determining credits. Three (3) semester hours or the equivalent in a college course shall be counted as equivalent of one (1) high school credit.
- b. **Unavailable Courses:** A Student may attend class at another accredited school for credit in course offerings which cannot be obtained at the student's School so long as the student is enrolled in and attending credit courses at their home school during at least fifty percent (50%) of the normal school day, and the total time in the class is equivalent to a regular course at the student's home school.
- c. **College During Vacation Periods:** During a vacation period, high school students with remaining athletic eligibility may enroll in or attend a program in an accredited institution of higher learning that may give them college credit provided they have prior written approval of their high school principal.
- d. **Virtual Course:** A student may earn course credits by attending a non-traditional Virtual Course provided:
 - (1.) Written request for approval of the Virtual Course is made to the IHSAA, including a detailed description, and is approved by the Commissioner;
 - (2.) The Virtual Course is approved by the Department of Education;
 - (3.) The local School Board of Trustees counts the credits earned in a Virtual Course towards graduation;
 - (4.) Virtual Course classes are taken concurrently with a student's regular classes;
 - (5.) Total class time of a Virtual Course is equivalent to the student's regular course, and
 - (6.) The total number of Virtual Courses enrolled in and attended by a student during a grading period may not exceed thirty percent (30%) of a student's total course load.
- e. **Innovative Course:** Credit for an Innovative Course may count toward IHSAA scholastic eligibility requirements provided:
 - (1.) The student and student's School submit to the Commissioner a written request for approval of the Innovative Course, including a detailed course description, and the application is approved by the Commissioner;
 - (2.) The Innovative Course is approved by the Department of Education;
 - (3.) The local Board of School Trustees counts the Innovative Course credits toward graduation;
 - (4.) The Innovative Course classes are taken concurrently with the student's regular school classes, and
 - (5.) The Innovative Course class time is equivalent to the student's regular school class time.

UNRULY ADULTS

Schools are occasionally embarrassed by the unsportsmanlike conduct of adult fans. In some cases, the actions of the fans become quite serious when officials and school personnel are verbally abused, or confronted by adults, etc.

The following actions MAY be taken by the administration to remedy situations of unsportsmanlike conduct: A warning to stop the behavior, removal from the event, a meeting with the administration to discuss the incident before being admitted to another event, or banned from attending any extra-curricular activities, length of time will depend on severity of incident.

These actions are to protect interscholastic participation of Prairie Heights with the IHSAA, North East Corner Conference (NECC), and all independent schools.

ATHLETIC AWARDS BANQUET

All athletes receiving major awards are encouraged to be in attendance at the banquet unless notice has been given to the head coach, and with cause in order to receive their award. When attending awards banquets, athletes should dress appropriately (no gym shorts, hats, clothes with holes, etc.)

ATHLETIC INSURANCE

There are three options available to each student/athlete, as follows:

1. Students/athlete has adequate family insurance
2. Student/athlete has school student accident insurance
3. Student/athlete has school football insurance
4. Parent must designate insurance coverage on the Emergency Medical Form

BREAK BETWEEN SEASONS

Athletes competing in consecutive seasons shall be provided an opportunity of one-week break between seasons. The athlete, during this week, has the option of practicing. After one week, the athlete must be at practice if he/she plans to participate in that sport unless extenuating circumstances exist. An athlete who has been injured in a previous sport will be given proper recovery time. By mutual agreement, coaches may extend week to provide adequate state series practice/competition. A rotation of athletes should be designed by both coaches.

CERTIFICATE AWARD

A participation certificate award will be given to non-letter winners on varsity, reserve, and freshman teams who finish the season in good standing. A varsity letter award certificate will be given to athletes each time they earn a letter.

CHANGES IN SEASON

No athlete may change sports in a season without the approval of the head coaches involved in the sports of that season. PHHS administration must also be informed and allowed to approve or deny such changes.

ILLNESS AND PARTICIPATION

Any student who leaves school at any time throughout the school day, due to illness, is not allowed to participate in that day's practice or game. A student who is ill and remains at home must be in school by 12:15pm in order to practice or play that day/evening.

JACKETS

Any student is eligible for a varsity jacket upon lettering one time in a sport. Jackets may be purchased by the athlete from local retailers. A list of retailers is available in the athletic office. Individual letters may also be purchased by the athlete.

MANAGERS AND STATISTICIANS

Managers and statisticians are a very important part of the athletic program at PHHS. Managers assume responsibility of the care and safeguarding of all athletic equipment used by the team and is asked to help the team and coach in everyday jobs pertaining to their sports. Manager and statistician awards are based on the decision of the head coach. Statisticians do not qualify for a major award.

NECC

Prairie Heights is a member of the Northeast Corner Conference (NECC). The other conference members are: Angola, Churubusco, Central Noble, Eastside, Fairfield, Fremont, Garrett, Hamilton, Lakeland, West Noble, and Westview.

Each year the NECC awards an "All-Sports" trophy to the school accumulating the most points in both the boys' and girls' conference sports. The boys' trophy is named after the late Richard Reed. He was a coach in the NECC and one of the founders of this conference.

PANTHER AWARD

The Panther award goes to any senior who has earned eight (8) varsity letters and two (2) letters may be earned as a manager, three (3) of these must be earned during the senior year. A plaque is given to the athlete and their name is inscribed on a school plaque.

QUITTING PRIOR TO END OF SEASON

If a student does not finish a sport prior to that season ending in good standing, that student will not be eligible to participate in any other athletic sports until that sports season is over including our school's tournament play.

GUIDELINES FOR VARSITY ATHLETIC AWARDS

For all the sports the athlete must be certified for the sectional, except managers, unless disqualified due to illness or injury in order to receive a varsity letter.

Baseball and Softball: One half the varsity innings, except pitcher, and this shall be determined by the coach

Basketball: One half of the varsity quarters

Cheerleading: One half of the varsity games

Cross Country: Average one and one half points for the regular varsity season. Points are earned in one of the following ways:

1. Dual meets-top 5 finish = 3pts, top 10 finish = 2 pts, top 7 of our team = 1 pt

2. Triangular meets – top 10 finish = 3pts, top 15 finish = 2 pts, top 7 of our team = 1pt

3. A meet larger than above – top 15 finish = 3 pts, top 25 finish = 2 pts, top 7 of our team = 1 pt

Football: One half of the varsity quarters

Golf: Must participate in one half of the varsity matches during the season

Tennis: Must participate at a varsity position for one half of the matches during the season

Soccer: Must participate in a majority of the halves during the season

Track: Must average one and one half points for the regular varsity season or earn ten points and place in the top eight of the NECC meet or in the top six of the sectional

Wrestling: Must wrestle in one half of the varsity matches or earn 30 points

Volleyball: Must play in one half of the varsity games

A basic requirement for an athletic award is the recommendation of the varsity coach for that sport. All athletes must finish the season in good standing. Any senior who remains in good standing with the team throughout the season is eligible for a letter award. If the conduct or character of the student is such, in the judgement of the high school administration or the athletic council, as to reflect discredit upon his/her school, the athlete is not eligible to receive an athletic award.

SENIOR STUDENT ATHLETE OF THE YEAR

Each year the Prairie Heights Athletic Department will award a blanket to the top male and female student athletes of the year. Two manager letters equals 1 letter point. The student may not accumulate more than 2 letter points as a manager.

Athletic participation: One point will be awarded for each varsity letter earned. Maximum 12 points.

Academics: Seven-semester grade point average will be added to the number of varsity letters earned.

Citizenship: Each student will start out with 12 points. Points will be deducted in the following manner:

A. Tardies – 1 point deducted for every two (2) tardies during the senior year

B. Absences – 1 point deducted for every three (3) absences during the senior year. Extenuating circumstances will be considered, so no athlete will be unjustly penalized.

C. Suspensions/Detentions – 3 points will be deducted for each incident of suspension or detention during the senior year.

Suspensions/Detentions include: (1) out of school; (2) after/before/during school detention.

Example of the above:

Participation:	Varsity Letters	2 Football	
		1 Wrestling	
		<u>3 Baseball</u>	
		6 points	
Academics: GPA		3.987 points	(9.987)
Citizenship:		12 points	(21.987)
	4 tardies = -2	-2 points	(19.987)
	3 absences = -1	-1	(18.987)
	1 out of school = -3	-3	(15.987)
	TOTAL POINTS =		15.987

Athletic Suspension: If a student has been suspended from any athletic team (9-12), or expelled from school at any time, they are not eligible for this award.

TICKET POLICY FOR PHHS

All PHHS student/athletes are expected to pay admission to PHHS athletic events in which you are not a participant. We offer student tickets, which will admit you to all PHHS regular season athletic events. This ticket does not admit you to tournament events

TICKET POLICY FOR THE STATE TOURNAMENT

Student responsibility: All students receiving or purchasing tickets to any of the state tournament series are to use their tickets. If an emergency arises and the athlete is unable to use the ticket they should inform the athletic director or a designee by 12:00 noon on the day preceding the event. Failure to do so will require the athlete to pay for the ticket.

TRANSPORTATION

Student/athletes are to ride the designed transportation to and from all events. This designated transportation will be arranged through the athletic department. The student must make arrangements with the coach/sponsor 24 hours prior to the event if they are not riding the transportation provided. The student/athlete must provide the coach/sponsor with a written note from his/her parents stating the student will be riding with them from the event. Under no circumstances will a student/athlete be allowed to leave without this written permission from the parents. If the student/athlete, after gaining the approval of the coach, leaves with someone other than the parent or guardian, that student/athlete will be placed under a Code of Conduct violation of 5%.

Approved by the Prairie Heights Board of School Trustees on July 20, 2015.

**PLEASE SIGN AND RETURN THIS PAGE
IMMEDIATELY**

IC 20-8.1-5.1-7 (a) "The governing body of a school corporation must do the following: (1) Establish written disciplinary rules, which may include appropriate dress code, for the school corporation. (2) Give general publicity to the rules within a school where the discipline rules apply by action such as: (A) making a copy of the discipline rules available to students and student's parents; or (B) delivering a copy of the disciplinary rules to students or parents of students. This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.

Please read the rule enclosed within this Student/Athlete Handbook. After you have read the rules, please sign and return this form to your coach/sponsor.

These rules have been approved by the Prairie Heights Board of School Trustees on _____.

I have received and reviewed the Prairie Heights High School Student/Athlete Handbook. My signature does not necessarily mean that I agree with all its contents.

Student's Signature

Grade

Parent/Guardian Signature

Date

EMERGENCY MEDICAL AUTHORIZATION

Student's

Name _____

Address _____ City _____, Indiana Zip _____

Parent/Guardian

Name _____ Phone _____

Business # _____

Parent/Guardian

Name _____ Phone _____

Business # _____

Insurance Information—Please check appropriate space:

____ 1. Student/athlete has adequate family insurance

Company Name _____ Policy Number _____

____ 2. Student/athlete has school student accident insurance.

____ 3. Student/athlete has school football insurance.

PERSON TO CONTACT IF PARENTS CANNOT BE REACHED:

Name _____ Phone _____

Name _____ Phone _____

Family

Physician _____ Phone _____

Family

Dentist _____ Phone _____

IN AN EMERGENCY, WHEN PARENTS OR FAMILY PHYSICIAN ARE NOT AVAILABLE,
APPROVAL IS GRANTED TO ADMIT THIS CHILD TO THE NEAREST HOSPITAL FOR TREATMENT
BY A QUALIFIED HOSPITAL STAFF.

Date _____ Signature _____

Parent/Guardian(s)